

**Supersede New Hire or Rehire Action\_Employee Not Paid**

**PA40**

**Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/20/05	Chylynn Hansel	Draft
7/1/05	Teresa Dillon	SME Review
7/5/05	Joanne Gallaher	SME Review
7/7/05	Mike Murray	Testing
7/8/05	Heather Hanson	Training Team Review
8/10/05		Agency Review
8/12/05	Chylynn Hansel	Edits
10/17/2005	Chylynn Hansel	Edits
4/20/06	Chylynn Hansel	Renamed Procedure

### Purpose

Use this procedure to supersede a new hire action or rehire action for an employee who is entered in HRMS but has not started work.

### Trigger

Perform this procedure when a new employee or rehire is entered into HRMS but never started work.

### Prerequisites

- A New Hire action or Rehire action was completed for a new employee.
- Employee did not start work.

### Menu Path










Human Resources → Personnel Management → Administration → HR Master Data  
→Personnel Actions

### Transaction Code

**PA40**

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

### Related Procedures:

[Enter Absences](#)

[Process Separation Action](#)

**Title:** *Supersede New Hire or Rehire Action\_Employee  
Not Paid*

**Processes :**

**Sub-Processes :**

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HRMS Training Documents

[Maintain Text Fields](#)

[Warrant Cancellations](#)

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State of Washington HRMS

**File name:** SUPERSEDE\_NEW\_HIRE\_REHIRE  
Last Modified: 4/25/2006 2:12:00 PM  
.DOC

SAP Parent  
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**Reference Number:**

## Procedure


1. The **Personnel Administrator Processor** notifies the **Time and Attendance Processor** that the employee never started work.
2. The **Time and Attendance Processor** performs one of the following:

If	Then
The employee's time is reported as negative time reporting,	<ol style="list-style-type: none"><li>1. Enter an absence into CATS for the number of hours the employee was scheduled to work on the first day of employment using Absence Type <b>9033 LWOP- Other</b>. (See procedure <a href="#">Enter Absences</a>) <b>Example:</b> If the employee was scheduled to work 8 hours, enter 8. If the employee was scheduled to work 10 hours, enter 10.</li><li>2. Notify the <b>Personnel Administrator Processor</b>, who will continue this process.</li></ol>
The employee's time is reported as positive time reporting,	Notify the <b>Personnel Administrator Processor</b> , who will continue this process. (There is no time to enter into CATS).


3. The **Personnel Administrator Processor** starts the transaction using the menu path or transaction code **PA40**.

## Personnel Actions

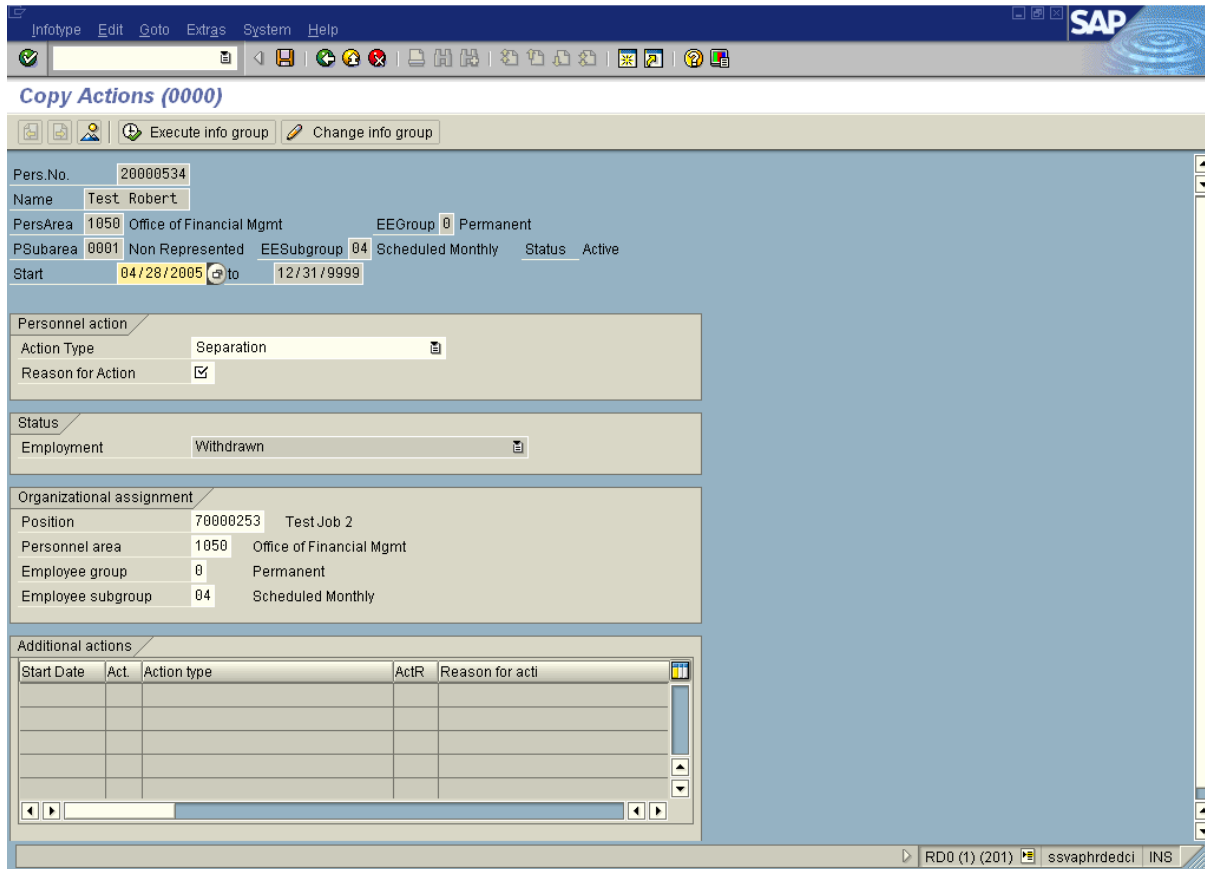
4. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 2000534
From	R	The start date of a record.  For this procedure, enter the effective date of the employee's original appointment that you are superseding.

5. Select the gray box to the left of **Separation:** to select.


6. Click  (Execute) to execute the action.

## Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes the SAP logo and standard menu options. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The form is divided into several sections: 'Pers.No.' (20000534), 'Name' (Test Robert), 'PersArea' (1050 Office of Financial Mgmt), 'EEGroup' (0 Permanent), 'PSubarea' (0001 Non Represented), 'EESubgroup' (04 Scheduled Monthly), 'Status' (Active), and 'Start' (04/28/2005 to 12/31/9999). The 'Personnel action' section has 'Action Type' set to 'Separation' and 'Reason for Action' checked. The 'Status' section has 'Employment' set to 'Withdrawn'. The 'Organizational assignment' section shows 'Position' (70000253 Test Job 2), 'Personnel area' (1050 Office of Financial Mgmt), 'Employee group' (0 Permanent), and 'Employee subgroup' (04 Scheduled Monthly). The 'Additional actions' section is a table with columns for 'Start Date', 'Act', 'Action type', 'ActR', and 'Reason for acti'. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddcl INS'.

7. Complete the following field:

Field Name	R/O/C	Description
Reason for Action	R	The reason that an action has been performed.  For this procedure, Enter - 09 (Erroneous Apptmt/Certification)

8. In the reason for action field, click  (Matchcode) to open the selection list.

## Reason for Action (2) 35 Entries Found

Reason for Action (1) 35 Entries Found

Restrictions

Action Type: U5  
Name of action type: Separation

Ac...	Name of reason for action
01	Abandonment of Position
02	Career Seasonal Layoff 3-9 Mon
03	Career Seasonal Layoff 9 + Mon
04	Death
05	Disability Separation-Voluntar
06	Disability Separation-Invol.
07	Dismissal
08	Emergency Apptmt Separation
09	Erroneous Apptmt/Certification
10	Exempt Separation
11	Failed to Comply W/Union Shop
12	FMLA New Born Child Care
13	Formal Union Layoff
14	Intermittent Separation
15	Moving from Vicinity
16	Non-Disciplinary Separation
17	Not Meeting Condition of Emplo
18	Probationary Separation
19	Project Apptmt Separation
20	Resign - Illness
21	Resign - Other
22	Resign With RIF Rights
23	Retirement
24	Retirement With RIF Rights
25	Reversion Out to Register

35 Entries Found

9. Click **09** Erroneous Apptmt/Certification to select.

10. Click  (Continue) to accept.

## Copy Actions (0000)

Infotype Edit Goto Extras System Help

Copy Actions

Change info group

Pers.No. Name PersArea 11 PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active Start 04/28/2005 to 12/31/9999

Personnel action

Action Type Separation Reason for Action 09

Status

Employment Withdrawn

Organizational assignment

Position 70000253 Test Job 2 Personnel area 1050 Office of Financial Mgmt Employee group 0 Permanent Employee subgroup 04 Scheduled Monthly

Additional actions

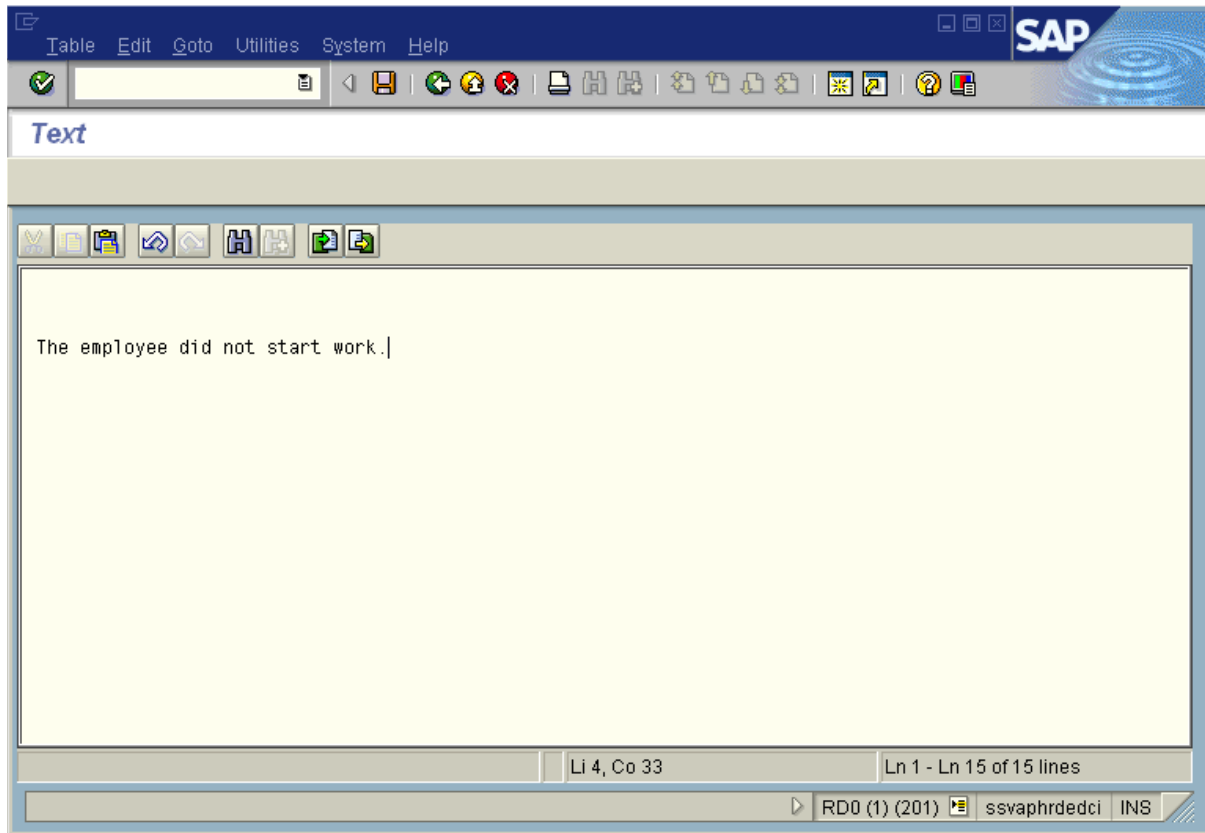
Start Date	Act	Action type	ActR	Reason for acti

RD0 (1) (201) ssvaphrddcl INS

11. On the **Edit** menu, click **Maintain Text**.



## Text



12. Enter a note indicating the employee did not start work.

13. Click  (Save) to save.

## Copy Actions (0000)

Copy Actions (0000)

Execute info group Change info group

Pers.No. 20000534  
Name Test Robert  
PersArea 1050 Office of Financial Mgmt EESubgroup 04 Permanent  
PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active  
Start 04/28/2005 to 12/31/9999

Personnel action  
Action Type Separation  
Reason for Action 09 Erroneous Apptmt/Certification



Status  
Employment Withdrawn

Organizational assignment  
Position 70000253 Test Job 2  
Personnel area 1050 Office of Financial Mgmt  
Employee group 0 Permanent  
Employee subgroup 04 Scheduled Monthly

Additional actions

Start Date	Act.	Action type	ActR	Reason for acti

Save your entries RD0 (1) (201) ssvaphrddci INS

14. Click  (Enter) to validate the information.
15. Click  (Save) to save. Continue the separation process as defined in the [Process Separation Action](#) procedure.
16. Perform one of the following:

If	Then
The employee was paid	Follow the procedure <a href="#">Warrant Cancellations</a> to complete this transaction.

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**Processes :**

**Sub-Processes :**

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HRMS Training Documents

If	Then
The employee was not paid	You have completed this transaction.

**Result**

You have superseded a new appointment of an employee.

**Comments**